

How to Download Bid Packages/Addenda

The DGS Procurement Division is the State of California's central purchasing agency. In that role, the Procurement Division offers Companies the availability of online retrieval of bid documents.

1. Go to our website at <http://www.dgs.ca.gov/pd>
2. Click on the **Contracts Register & SOS** button
3. On the right-hand side of the page, click on **New Users**
4. Click on **Non-Government User Online Registration System**.
5. Enter applicable items. Items marked with a red asterisk are mandatory.
6. Click on **Submit**.
7. After receiving your confirmation page you may want to print and file it in a secure place for future reference (in case you forget your password).
8. Click on the CSCR Home link to return to the **View By Category** and **View By Contract Number Or Agency** links.

To Download a Bid Package or Addendum:

1. You must already have a user name and password (see above). Netscape or Explorer 4.0 browsers or newer are required for this process.
2. Find an advertisement you are interested in as in # 8 above or by linking in from an SOS announcement.
3. Click on **Bid Package Attached** or **Bid Package Addendum Attached**, then login.
4. Click on the links for each file to view onscreen, OR
5. Check the boxes of the files you want to download to your machine and click on **Download Selected Files**. Note: To retrieve files for the bid package and all addenda, you need to select **All Files** for the Bid Package **AND EACH** Addendum.
6. When prompted, save the files to your computer, preferably to your Desktop or a specific folder you have created.
7. Click on the blue DGS CSCR icon to open the file. When prompted, extract the files to your desktop or specific folder you have created.